PowerTrack

usbank

Quick Reference

For HHG Buyers and Certifying Officers

PowerTrack HHG Help Desk 1-866-561-6930

Getting Started

1. In Internet Explorer, go to **https://www.powertrack.usbank.com/powertrack**.
2. Enter your PowerTrack **User ID** and **Password**.
3. Click Log In.
    - If this is your first time logging in to PowerTrack, a subscriber agreement displays. Review the agreement and click “I Agree” to continue.
4. The Welcome screen displays. To begin your daily work in PowerTrack, from the menus select *Transactions > Household Goods*.
5. The Transaction Manager launches and the Find Documents screen displays.

Find Transactions

To determine the transactions with which you need to work, use the PowerTrack search function to find transactions based on selected criteria. You can search by selecting new criteria with each search, or you can save sets of criteria and run the saved find.

Find Transactions by Selecting Criteria

1. Access the Find Documents screen.
2. Clear any criteria that were selected in the previous search. To do this, in the My Finds box, click on a search that is different that the one currently highlighted.
3. In the My Finds region, click the [Find All] search to highlight it.
4. Select criteria on the available tabs. By selecting criteria on multiple tabs, the returned transactions will meet **all** criteria.
    - **Control Tab:** Search for transactions by type, document number, amount, and/or currency. The quantity of 300 is the maximum number of transactions that can be displayed at one time, and **does not** reflect the maximum number of transactions within PowerTrack.
    - **Dates/Notes Tab:** Search for transactions by date type and date constraints. Search for transactions with notes to or from a company. Notes in PowerTrack will be used in the Families First program only for those transactions that are Denied or Held in PowerTrack.
    - **Status:** Search for transactions by Financial Status (where the transaction is in the payment process) and/or Notice status (where the transaction is in the physical movement of goods). The Families First program does not use Fulfillment Status and Price Status.
    - **Participants:** Search for transactions by TP.
    - **From/To/Mode:** Search for transactions by origination or destination location. The Families First program does not use Mode.
    - **Layout:** Use this tab to change the displayed columns and column order that will display in the Invoice List.
5. Click Find.
6. The search engine runs and displays the Invoice List of transactions that match your search criteria.
7. To return to the Find Documents screen, click ⬅.

Create a Saved Find

To streamline your daily work process, it is recommended that you create Saved Finds. Saved Finds allow you to save sets of search criteria that you use frequently, and are unique to each user.

1. Follow the steps 1-4 above to select search criteria.
2. In the My Finds region of the screen, click Save.
3. The Save Find window displays.
4. Enter a **Name** and **Description** for the search.
5. Click OK.
6. When notified that the criteria were saved, click OK.
7. The Saved Find is displayed in the My Finds region of the screen.

It is recommended that PPSO users create the following 3 Saved Finds, all based on Financial Status:

- **Approval Required:** Find transactions you must approve for the TP to be paid.
- **Held:** Find transactions that you have placed on hold in PowerTrack. You have 3 government business days to take action.
- **Approval Final:** Find transactions you have approved to verify the status change.

Run a Saved Find

1. Access the Find Documents screen.
2. In the My Finds region of the screen, click on the name of the Saved Find to select it.
3. Click Find.
4. The search engine runs and displays the Invoice List of transactions that match your search criteria.
5. To return to the Find Documents screen, click ⬅.

Edit a Saved Find

1. Access the Find Documents window.
2. In the My Finds region of the screen, click on the name of the Saved Find to select it.
3. On the criteria tabs below, make the desired changes to the criteria.
4. In the My Finds region of the screen, click Save.
5. The Save Find window displays.
6. If desired, make changes to the Saved Find **Description**.
   - Changing the **Name** will save the criteria as a new Saved Find.
7. Click OK.
8. When prompted to verify overwriting the existing Saved Find, click OK.

Delete a Saved Find

1. Access the Find Documents screen.
2. In the My Finds region of the screen, click on the name of the Saved Find to select it.
3. Click Delete. You will **not** be prompted to verify the deletion.
4. When notified that the deletion was successful, click OK.

Approve or Hold Transactions

The primary focus of your daily work in PowerTrack is to approve transactions so that the TP may be paid. Most transactions will be automatically approved; only transactions that exceed the maximum price threshold will require PPSO approval. These transactions will have a status of Approval Required. Action is required within 3 government business days. Your options are:

- Approve the transaction, which will initiate payment to the TP.
- Place the transaction on hold and request additional information from the TP by entering a note.

Search for Transactions Requiring Approval

1. Access the Find Documents screen.
2. On the Status tab, select the statuses of “Approval Required,” “Denied,” and “Held.”
3. Click Find.
4. The search engine runs and displays the Invoice List of transactions that are in the selected statuses.
5. Continue to the following task: *Review the Transaction*.

Review the Transaction

1. To open the transaction, double-click on the transaction, or click once to highlight it and click ☰.
2. Review the detail on the Summary tab (including the various summary views) and on the Service Charges tab.
3. On the Service Charges tab, to access line detail, double-click on the line, or click once to highlight it and click ☰.
4. Within the Service Charge Detail window, to view factors used in the calculation of the line, click Pricing Detail.
5. Continue to the next task: *Approve or Hold the Transaction*.

Approve or Hold the Transaction

If you choose to place the transaction on hold, you have 3 government business days to approve the transaction.

1. Within the transaction, click the Summary tab.
2. Click the appropriate button: Approve or Hold.
3. When prompted, enter your PowerTrack password.
4. Click OK.
5. If you approved the transaction, click ⊗. If you held the transaction, continue to the next task: *Add a Note*.

Add a Note

If you hold a transaction, enter a note to explain the action. Remember that notes are viewable by anyone who has access to the transaction, and cannot be edited or deleted.

1. Within the transaction, click the Notes tab.
2. Click ✎.
3. In the Add Note window, enter a **Description**.
4. Click Save.
5. To review the note, in the transaction, double-click on it.
6. To close the transaction window, click ⊗.
7. To review the note in the Invoice List, in the left most column, right click the 🗎 icon.

To attach a note to a specific line item, select the line on the Service Charges tab and complete steps 2-4 above.

Certifying Officer: Work with the Summary Invoice

The Summary Invoice is a monthly statement that provides the detail of what was paid on your behalf, and what is owed to PowerTrack. DOD statement periods cycle on the 15th of each month, meaning that your Summary Invoice generally is available for you to view on the 17th.

To ensure that payment is made to PowerTrack, it is critical that the Certifying Officer review and approve the Summary Invoice in a timely manner. The Summary Invoice also provides you with an opportunity to change accounting codes to assist in accurate expense classification.

Review the Summary Invoice

1. From the PowerTrack Welcome screen, select the menu *Statements* > *Summary Invoice*.
2. From the drop-down list, select the **Account**.
3. Click Submit.
4. In the Summary Invoice List, click once on the invoice you want to view.
5. Click ☰.
6. When you are finished reviewing the invoice, click ← to close the record.

Change All Occurrences of an Accounting Code

1. From the Summary Invoice List, open the Summary Invoice containing the accounting code to change.
2. Scroll down to the Summary by Accounting Code section of the Summary Invoice.
3. Click once on the accounting code you wish to change.
4. Click 📂.
5. The Summary Invoice Reassign Accounting Code screen displays.
6. In the Accounting Code List, click the S next to the code you want to use.
   - If the accounting code you want to select is not listed, click Find and search for the correct code.
7. On the right side of the screen, verify the Accounting Code Detail.
8. Click Assign GL to change the accounting code to the selected code and return to the Summary Invoice. Your change is automatically saved.
9. Continue to make changes as necessary, or to return to the Summary Invoice List, click ←.

Change One Occurrence of an Accounting Code

1. From the Summary Invoice List, open the Summary Invoice containing the accounting code to change.
2. Scroll down to the Summary by Accounting Code section of the Summary Invoice.
3. Click once on the accounting code you wish to change.
4. Click ☰.
5. The Accounting Code Summary by Location screen displays.
6. Click once on the location to select it.
7. Click ☰.
8. Click once on the accounting code instance you wish to change.
9. Click 📂.
10. In the Accounting Code List, click the S next to the code you want to use.
    - If the accounting code you want to select is not listed, click Find and search for the correct code.
11. On the right side of the screen, verify the Accounting Code Detail.
12. Click Assign GL to change the accounting code to the selected code and return to the Accounting Code Detail screen. Your change is automatically saved.
13. Continue to make changes as necessary, or to return to the Summary Invoice, click ← 2 times.

Approve the Summary Invoice

Remember that additional changes **cannot** be made to a Summary Invoice once it has been approved.

1. Review and print the Summary Invoice.
2. Include the statement at the right on the face of the Summary Invoice, along with the signature of the authorized Certifying Officer.
3. Fax the Summary Invoice to the appropriate DFAS (non-USCG shipments).

> **"**Pursuant to authority vested in me, I certify that this billing statement is correct and proper for payment, except as may be noted herein or on supporting documents."
>
> ___________________________________
> John Doe
> Authorized Certifying Officer